

ROUTING AND TRANSM. SLIP**Date**

9/2/87

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	ADDA		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS


DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Chief, Protocol Branch	Phone No.

5041-102

★ U.S.GPO: 1986-0-491-247/20047

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

ADMINISTRATIVE-INTERNAL USE ONLY

1 September 1987

NOTE FOR: ADDA

STAT

FROM: [REDACTED]

SUBJECT: 40th!

Hank

Update on 40th:

1. As requested at the last meeting, the Directorate representatives reviewed the guest list, and the following suggestions were made:

STAT

a. DDO - [REDACTED] talked to Clair George who suggests we reinsert the former Chairmen and Vice Chairmen of HPSCI and SSCI (that would add in another 12 people; the guest list is currently at 127. If we did that, we'd have to keep in mind that the current Chairman and Vice-Chairman of each of these committees is on the luncheon guest list; if we add in the above 12, we'd be obligated -- I think -- to include them to lunch, and luncheon guest list is already at 49.

S&T, DCI, DDI, and DDA say guest list looks fine; no further additions or deletions.

STAT

b. DCI Secretarial MAG - told [REDACTED] informally they'd probably be limited to 6 invitees, and I'd get back to her on that.

STAT

c. OCA [REDACTED] called and suggested we add Congressman Wolfe who serves this district and who was helpful in our negotiations with the McLean Citizens Association; told him the list had already been reviewed earlier by Dave Gries; however, if he had strong feelings about this, he could either discuss with you or Dave and let me know. I've not heard further on that one.

d. Outside invitations mailed out today.

e. Napkins for cupcakes: P&PD can do 2500 for \$300 -- okay to go? ✓

f. I've drafted Employee Bulletin which you've seen;

g. Posters are up; tents being placed around.

STAT

h. I left a note for [REDACTED] asking him to draft remarks for Mr. Gates.

i. When can I finalize program? ✓

STAT

